

LAX SECURITY BADGE PROGRAM
ENROLLMENT REQUIREMENTS

**LETTER OF INTENT, LETTER(S) OF VERIFICATION, AND
LAWA CONTRACT VERIFICATION FORM**

All letters must be on company letterhead with a wet signature from the Highest Ranking Local Authority, and mailed to: Los Angeles World Airports, Security Badge Office, P.O. Box 92216, Los Angeles, CA 90009-2216. Please use attached sample format of Letter of Intent.

LETTER OF INTENT

1. Verify a contract, at-will agreement, or maintenance agreement exists between your company and the awarding company/agency.
2. **List the contract number along with the start and end dates.**
3. Describe in detail the nature of work being performed.
4. Describe the work location(s), be specific (*terminals, rooms, buildings, airfield, Customs areas, etc*).
5. Indicate if tools and/or equipment will be used.
6. Justify why the company requires the desired/requested access.
7. If applicable, indicate if the company needs to drive on the airfield.
8. List the person(s) you designate as being the authorized signer and certified trainer. (*Letter of Intent Only*).
9. Provide job titles and an estimate of the number of badges requested (*Letter of Intent Only*).

LETTER OF VERIFICATION(S) – (FROM EACH COMPANY/AGENCY AWARDING A CONTRACT)

1. This letter should include points 1-7 of the Letter of Intent.
2. Verify that a contract, at-will agreement, or maintenance agreement exist between the awarding company/agency and the tenant company.
3. List the contract number and expiration date between the awarding company/agency and the tenant company.

LETTER OF VERIFICATION – (FROM TENANT COMPANY, IF REQUIRED)

1. Verify that a contract exist between the awarding company/agency and tenant company.
2. List the contract number and contract termination date.
3. Describe the nature of the work or service being performed.

COMMERCIAL DEVELOPMENT GROUP TENANT SPONSOR FORM

Contractors and subcontractors of LAWA CDG tenants and concessionaires may submit the Tenant Sponsor Form in lieu of the LAWA Contract Verification Form. For more information, contact LAWA CDG at (424) 646-7200.

LAWA CONTRACT VERIFICATION FORM – (FOR DIRECT LAWA CONTRACTS ONLY)

(MUST BE SUBMITTED BY A LAWA CONTRACT ADMINISTRATOR FOR PRIME AND SUBS)

1. Information from the company enrolling in the LAX Badge Program
 - ◆ **Name**
 - ◆ **Address**
 - ◆ **Contact Person**
 - ◆ **Phone, Fax, and Cell Phone Numbers**
 - ◆ **Email Address**
 - ◆ **Contracted By** (*Company that awarded contract to subcontractor*).
2. Information from the Contract Administrator
 - ◆ **Contract Number, DA #, and/or Other**
 - ◆ **Contract/Service Start and End Dates**
 - ◆ **Description of work/service to be performed**
 - ◆ **Airport Access Required** (*Check all that apply per operational need*)
 - ◆ **LAWA Contract Administrator, and Division**
 - ◆ **Phone Number and Email Address**
 - ◆ **Print Name, Sign, and Date**

The company/agency awarding the contract must be approved for services with Los Angeles World Airports. Subcontractors will not be approved for services prior to approval of the prime contractor.

INSURANCE

For insurance information and requirements, contact LAWA Risk Management, Insurance Compliance Section at (424) 646-5480; John Fewel (A-D, Numerical & Film), Rosalind Spears-Nash (E-N), Bridgeen Camou (O-Z), Kathy DeGrandis, Owner Control Insurance Program (OCIP).

BUSINESS TAX REGISTRATION CERTIFICATE / VENDOR REGISTRATION NUMBER

All organizations operating at LAX must have a City of Los Angeles Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN). A BTRC / VRN indicates that the company has registered with the Office of Finance to conduct business in Los Angeles. For information, contact the Office of Finance at (213) 473-5901, or at <http://finance.lacity.org/>. **Applications submitted in person are processed the same day. Allow a minimum of 8 weeks for applications submitted by mail.**

SECURITY BADGE OFFICE (SBO) ENROLLMENT COORDINATORS

To meet with a coordinator, after a LAWA Contract Administrator submits a complete package with the documents stated above to the LAX Security Badge Office, please schedule an appointment by calling (424) 646-5500.

Once all required enrollment documents have been approved by the Security Badge Office:

FINGERPRINT AND SECURITY THREAT ASSESSMENT

Pursuant to Code of Federal Regulations (CFR) Section 1542.209 all Authorized Signers and Certified Trainers must submit to the FBI based Criminal History Records Check (fingerprinting) and Security Threat Assessment. Your company's Highest Ranking Local Authority must designate an Authorized Signer (person authorized to sign Security Badge forms) and Certified Trainer (person certified to administer Airport Security Training); they may or may not be the same individual(s). The fingerprint clearance and security threat assessment are two different background checks, and applicants are required to clear **BOTH** processes before receiving an airport issued media/credential. **Once fingerprinted, allow up to 30 days for results.**

CERTIFIED TRAINING CLASS

Federal mandate requires every person who needs restricted area access first receive Airport Security Training per (49 CFR 1542). The designated person(s) will be certified by Badge Office staff to conduct the security training for your employees. All Certified Trainers must clear fingerprints and the security threat assessment prior to attending the class. Your Enrollment Coordinator will schedule you for training and notify you of the class date and time.

SIGNATORY AUTHORITY TRAINING

Pursuant to clearance of fingerprints and security threat assessment(s), your designated Authorized Signer(s) will be scheduled for training, and notified of class date and time. Forms, procedures, and responsibilities will be provided and discussed during the training.

U.S. CUSTOMS' SEALS

Contact U.S. Customs and Border Protection if your company has an operational need to be in a Customs area at (310) 215-2407.

CONSTRUCTION MOTOR VEHICLE OPERATING PERMIT (CMVOP)

All construction companies operating a vehicle on the Air Operations Area (AOA) at LAX must obtain a Motor Vehicle Operating Permit (MVOP) from LAWA Facilities Engineering and Technical Services, (424) 646-5712.

GENERAL PERMITS APPROVED BY AIRFIELD PERMITS OFFICE

AIR CARRIER OPERATING PERMIT (ACOP)

An Air Carrier Operating Permit (ACOP) authorizes the permittee to conduct air carrier operations at LAWA's airports. A separate permit is necessary for each airport. ACOP's are not required at VNY.

ANNUAL MOTOR VEHICLE OPERATING PERMIT (AMVOP)

This permit authorizes company vehicles to access the Airfield Operations Area (AOA) to conduct business and/or operations.

FUEL DELIVERY PERMIT

These permits authorize petroleum product delivery companies to deliver (by hydrant or tanker truck) fuel to LAWA and tenants' storage facilities. Fuel brokers are also authorized by these permits to conduct in-tank trading of petroleum products to tenants and LAWA facilities.

IN-FLIGHT CATERING PERMIT

These permits authorize off-site catering companies to prepare and deliver in-flight meals, beverages, and related provisions directly to aircraft or related on-airport entities.

NON-EXCLUSIVE LICENSE AGREEMENT (NELA)

The purpose of the NELA is to establish a contractual relationship with all companies and vendors providing services at LAWA facilities that may not otherwise be bound contractually by a direct contract with the Department of Airports, a property lease, or a concessionaire agreement.

SINGLE USE OPERATING CERTIFICATE (SUOC)

As its name implies, a SUOC provides an air carrier permission to conduct a single operation. The Permit Unit only issues SUOC's for LAX. A carrier may use a maximum of 5 SUOC's per calendar year.

Contact the LAX Airfield Permit Office at (424) 646-5880 for any questions or requirements regarding any of the permits above.

SAMPLE LETTER OF INTENT

[Date]

Attn: [Name of Your Security Badge Coordinator]
LAX Security Badge Office
P. O. Box 92216
Los Angeles, CA 90009-2216

Letter must be on Company
Letterhead.
Include: address, city, state, zip
Contact Phone #
Fax #
Email and/or web address

Subject: Letter of Intent
Enrollment in the LAX Security Badge Program

Dear [Name of Your Security Badge Coordinator]:

[Your Company Name] has been contracted* by [Sponsoring Co., i.e. name of company who awarded you the contract]. The contract number between [Your Company Name] and [Sponsoring Company Name] is [00-0000-00000-00]. The *contract* [began / is scheduled to begin] [mm/dd/yyyy], and will terminate on [mm/dd/yyyy].

We will provide [generalized services, i.e. architectural design, plumbing, electrical services, etc.]. The duties to be performed are as follows:

- [List SPECIFIC job duties]
-
-
-

The services will be performed at:

- [list ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc.)]
-
-

Tools/equipment [will / will not] be used to fulfill contractual obligations, therefore, vehicle access to the airfield [is/is not] required. Vehicles [are/are not] street licensed.

Our designated authorized signer(s) and certified trainer(s) [is/are] [name of employee(s) and job titles].

Job titles for our employees include; [list job titles (i.e. manager, foreman, technician, laborer, and driver)]. We are requesting [number of badges] badges.

Approximation of required badges is not a firm number and is considered flexible by this office

If you require any additional information, please contact [name of employee(s) and job titles] at [phone #] or via email to [name@email.com].

Respectfully,

Need Original Signature

[Name of Highest Ranking Local Authority]
[Title]
[Phone Number]

* Indicate if contract, sub-contract, at-will agreement, maintenance agreement, or warranty agreement

**SAMPLE
LETTER OF VERIFICATION**

[Date]

Attn: **[Enrollment Coordinator]**
LAX Security Badge Office
P. O. Box 92216
Los Angeles, CA 90009-2216

Letter must be on Company
Letterhead.
Include: address, city, state, zip
Contact Phone #
Fax #
Email and/or web address

Subject: Letter of Verification
Enrollment in the LAX Security Badge Program

Dear **[Enrollment Coordinator]**:

[Awarding Company/Agency] contracted **[Name of Company who was awarded contract]**. The contract number between **[Awarding Company/Agency]** and **[Name of Company who was awarded contract]** is **[#00-0000-00000-00]**. The contract began (or is scheduled to begin) **[MM/DD/YYYY]** and will terminate on **[MM/DD/YYYY]**.

[Name of Company who was awarded contract] is to provide **[list general nature of work]** and perform the following duties:

- **[list SPECIFIC job duties, in detail]**
-
-

We are operating under the LAWA contract **[#AXA-0000]** with LAWA **[LAWA Division Name]** on the **[list project name]**.

I am requesting **[Name of company who was awarded contract]** be issued area access to:

- **[list ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc.).]**
-
-

Tools/equipment **[will /will not]** be used, therefore vehicle access to the airfield **[is / is not]** required.

For inquiries regarding this project, please contact **[contact person]** at **[phone #]**.

Respectfully,

[Highest Ranking Local Authority]
[Title]
[Phone #]



Los Angeles World Airports

Airport Police Division, Security Credential Section
7333 World Way West, Los Angeles CA 90045
Phone #: 310-646-0508 Fax #: 310-646-8157

CONTRACT VERIFICATION FORM

COMPANY INFORMATION

Name: _____
Address: _____
Contact Person: _____
Tel. #: () _____ Fax#: () _____ Cell#: () _____
E-mail Address: _____
Contracted by: _____

CONTRACT ADMINISTRATOR INFORMATION

Contract #: _____ DA#: _____ Other: _____
Contract/Service Start Date: _____ Contract/Service End Date: _____
Description of work/service to be performed: _____

Airport Access Required: ☐ T1 ☐ T2 ☐ T3 ☐ T4 ☐ T5 ☐ T6 ☐ T7 ☐ T8 ☐ TBIT ☐ AOA ☐ Leased Bldg.
☐ RAACI ☐ Admin East ☐ Admin West ☐ Other _____
LAWA Contract Administrator: _____ Division: _____
Phone #: _____ E-mail: _____
The above referenced company has an operational need to be at LAX and is in compliance with all City, State, Federal and LAWA requirements including valid insurance and Business Tax Registration Certificate (BTRC).
Print Name: _____
Signature: _____ Date: _____

FOR SBO USE ONLY: ☐ New ☐ Re-Enrollment ☐ Contract Extension ☐ Additional Contract ☐ Other

COORDINATOR: _____